

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/DC-011	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
Program Review						<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE		<input checked="" type="checkbox"/> COMMUNICATIONS	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
2		Annually				1	
7. FORMAT (memorandum, form computer print-out, etc.)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memo		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			IF YES GIVE ADP PROCESSING NO.		
					Exec/Dlr Comptroller		
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>				Feeder to OC-P			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-13	9.94		160		1590.40		1
GS-12/14	average						
	9.18		80		734.40		1
GS-15	13.20		24		316.80		1
GS-16	15.32		24		367.68		1
GS-07	4.67		4		18.68		1
B. COSTS OF COMPUTER PRODUCED REPORTS							
<div style="display: flex; justify-content: space-between;"> <div>292</div> <div></div> </div>							
TOTAL COSTS PER YEAR							3,027.96
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Required by higher authority.							

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